

STEP#1: <u>IDENTIFIES 2 – 4 POSSIBLE INTERNSHIP SPONSORS</u>

ACTION: Submit list for review and approval to Lori Stevens & April Berteau; Trainee will receive an email approving 1-3 of the proposed internship sponsors	Due date: May 8, 2020
 Trainee to explore & collaborate with participating faculty member using resources provided: QuEST's Sponsored List (Excel worksheet), <u>UVM's Career Center list</u>, <u>Handshake</u>, <u>Internships USA</u>, <u>Internships.com</u>, <u>Youtern</u> Do not contact sponsoring organizations yet. 	
☐ Think of potential projects and how these might fit in trainee's career goals & research for both them and the sponsoring organizations	

STEP#2: CONTACT POTENTIAL SPONSORING ORGANIZATION(S)

You have received approval! Now it's time to reach out to your top (2) choices; the 3rd is your backup.

ACTION:	Participating faculty member and/or Trainee sends introduction emails to establish a preliminary inquiry and what projects are available for an internship; copy Lori Stevens, and April Berteau on all correspondence.	Complete by: August 1, 2020
databa - Em sug □ Send f	determine the appropriate type of introduction; templates available Slack se under the #internships channel nail includes: brief outline of trainees research interests, project recommendation, agested learning outcomes and goals Option #1: Does participating faculty member know or have a connection with sponsoring organization? If so, are they willing to write a formal email connecting you to their contact? Once sent, you follow up with 'Thank you' email within a day attaching your CV Option #2: Trainee sending the introduction email including CV Need help & want someone to review your email prior to sending — contact April for assistance follow up email in two weeks IF you have not received a reply eferably Tuesdays to Thursday's; beginning/end of week is busy.	



QUEST QUANTITATIVE AND EVOLUTIONARY STEM TRAINING PROGRAM

Internship Preparation

Check List for Trainees

STEP#3: ESTABLISH RELATIONSHIP WITH SPONSORING ORGANIZATION(S)

Alright! You have or have not confirmed internship availability at each of the sponsoring organizations.

ACTION:	Schedule meetings with participating faculty member, Lori Stevens,	Complete by
	April Berteau, Laurent Hébert-Dufresne	September
□ Sp - -	onsoring organization – they will have QuESTions! Do not make any commitments. Compile a list, write them down, seek guidance before answering; we don't want you to miss opportunities due to uncertainty. Who to ask; questions related to: Research collaborations, dissertation and learning outcomes, your participating faculty member should be involved in those conversations Program requirements, logistics, and funding contact April Berteau (cc: Lori	2020
	Stevens)	
_	Meeting # 1: Schedule introduction meetings with both sponsoring organizations to	
	discuss internship possibilities	
	 Includes: yourself, and one of the above leadership team members 	
	 If your participating faculty is not available then Lori and April will join the initial meeting 	
_	Meeting # 2: Schedule (1) meeting with all of leadership member above and yourself	
	 Group discussion to determine your options for comparison and collectively decide on 'final choice' 	

STEP#4: WRITES 1-2 PAGE PROPOSAL SUMMARIZING INTERNSHIP & DELIVERABLES

Terrific! Time collaborate and put together what you wish to get out of your internship experience.

<u>ACTION</u> : Use email & proposal templates; available in Slack database under the <u>#internships channel</u>	Due date: October 1, 2020
 Thank you emails: contact both sponsored orgs. of your internship decision First email goes to 'final choice' indicating your selection and waiting for confirmation email back of acceptance Send email to 2nd choice declining after you've received the final acceptance from 1st choice. Remember to keep your possibilities open; having your 2nd choice as back up in case the first doesn't work out is strategic. 	2020
ACTION: Set up meeting with Lori Stevens, April Berteau, Laurent Hébert- Dufresne & your participating faculty member	
 □ Draft a proposal outlining agreed deliverables and logistics of internship; work with sponsor organization & participating faculty □ Submit to QuEST Internship Leadership for preliminary review □ Schedule meeting for review, facilitation and approval of proposal 	



Step # 5: **Begin finalizing Internship Contract with Sponsored Organization**

Congratulations! Preparation for your internship is now underway.

ACTION: Use templates for following documents available in Slack under #internships channel □ Draft an Internship Contract by working with Sponsored Organization Note: We recommend using your 1-2 page proposal to establish the content below. - Contract includes the following key elements: □ Job description and Tasks □ Learning goals and objectives	Complete by December 1, 2020
 ○ Intended outcomes □ Submit Internship Contract to QuEST Internship Leadership for review and facilitation (i.e., Lori Stevens, April Berteau, Laurent Hébert-Dufresne) - QuEST Internship Leadership will email final approval to trainee - Trainee will send final contract to Sponsored Organization for their records 	Send by December 31, 2020

Step # 6: Request MOU from Site Supervisor at Sponsored Organization

Let's do some paperwork! Preparation requires formalizing these details for your internship.

ACTION:	Use templates for following documents available in Slack under <u>#internships</u> <u>channel</u>	Complete by February 1, 2021
	UVM's Memorandum of Understanding (MOU) to Sponsored Organization ubmit for sponsored organizations review and completion with signature O Copy April Berteau on email correspondences	
-	nsored Organizations returns completed agreed upon MOU with signature pril Berteau submits to UVM's Career Services for final review and signature MOU must be in place prior to receiving an offer letter and travel logistics being made April will confirm & send final approval from UVM's Career Services to Sponsored Organizations, Trainee, Participating Faculty member & QuEST Internship Leadership	
legal tea	ng enough lead time is critical for this process. The site supervisor will ask their organization's turn to review the language and could possibly request edits. If so, the changes require UVM to then and agree upon the suggestions changes.	





Internship Preparation Check List for Trainees

Step # 7: Obtain Offer letter from Sponsored Organization & Booking travel Final logistics! Getting ready for your internship experience.

ACTION S	Internship is official upon receiving offer letter from Sponsored Organization; reference templates in Slack under #internships channel Send follow up email to Sponsored Organization to obtain your offer letter Occurs once approved (MOU) is sent to Sponsored Organization Copy April Berteau on email correspondences	Receive by March 1, 2021
Note:	 Travel arrangements To proceed, the Internship contract, MOU and Offer letter must be approved & on file with QuEST Internship and UVM's Career Services before last step can be completed Budget vs. Expenses Coordinate all logistics with April via email or schedule a meeting Determine travel expenses based on budget (i.e., lodging, meals, mode of transportation, etc.). Advance travel reimbursements – April will submit advance travel reimbursements Processing takes time and determining best mode of transportation requires booking sooner rather than later. There are UVM systems we must use to submit the requests which also require approvals as well as checks & balances. Thus, planning ahead is critical.	Between March 1 - April 1, 2021